



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LINEN MARKER AND DISTRIBUTOR

Class No. 006520

■ CLASSIFICATION PURPOSE

To receive, identify, sort, fold, mark and distribute finished linen and personal clothing in a healthcare facility linen room; and to perform related work as assigned.

■ DISTINGUISHING CHARACTERISTICS

A Linen Marker and Distributor works with soiled, finished linen and personal clothing of patients in a healthcare facility linen room. This class differs from the Laundry Worker in that the latter works with air driven presses and flatwork irons and works in the laundry room with laundry machinery and laundering agents.

■ ESSENTIAL AND NON-ESSENTIAL FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Marks linens and personal clothing for identification purposes.
2. Sorts, folds, stacks, and counts finished linen and clothing.
3. Unloads and distributes linen and clothing to various nursing units and residents' rooms.
4. Distribution includes pushing a full cart of linen/clothing 200-300 feet distances.
5. Pulling, pushing, and lifting carts, linen, and laundry bags weighing approximately 50 pounds.
6. Organizes linen rooms and resident/patient closets at each nursing unit.
7. Keeps simple records of amounts received for sorting and marking, and amounts distributed.
8. Takes daily tally of quantities in nursing unit linen closets.
9. Cleans and maintains work area.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Assists in yearly inventory of linens.
2. May assist in training a newly hired Linen Marker and Distributor.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic English used in written and oral instructions.
- Basic arithmetic used in keeping records.
- County customer service objectives and strategies.

Skills and Abilities to:

- Distinguish shapes, widths, and stains or tests in laundry items.
- Read and write short messages.
- Read signs, labels, work schedules and instructions in English.
- Enter numerical data on check off sheets and other records.
- Perform simple mathematical computations to sort and mark various types of clothing.
- Pull, push, lift approximately 50 pounds; walk 200-300 feet distances.
- Follow health and hazard safety precautions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Previous experience in an industrial dry cleaning facility, large commercial laundry, hotel, or an institution that handles laundry inclusive of distributing laundered items is desirable, but not necessary.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; Continuous upward and downward flexion of neck; Frequent walking, climbing, reaching at shoulder level, pushing/pulling, firm grasp.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

None required.

Working Conditions

May be exposed to skin irritants, and the possibility of infections.

Physical Requirements

Essential and non-essential functions require incumbents to assist in lifting laundry carts weighing approximately 50 pounds and pushing filled laundry cart weighing about 200 pounds. Incumbents work standing or walking for long periods of time and will have contact with patient/resident population. May assist in unloading linen room and housekeeping items from delivery truck to storage area.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Prior to appointment candidates offered employment in the Health and Human Services Agency (HHSA) are subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: April 21, 1981
Revised: November 21, 2003
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Linen Marker and Distributor (Class No. 006520)

Union Code: FS

Variable Entry: Y